

Things you need to know:

Job Title:	Venues Accountant
Basis	Full Time – 37 hours
Salary:	£25,800
Status:	Permanent
Base:	Bryngarw
Accountable to:	Head of Finance

Your Role:

You will be working as an integral part of the finance team and will be required to assist in day to day finance activities with principle responsibility for bank accounts, reconciliations and credit control.

What will you be doing

- Working across all cultural venues – currently including but not limited to – Grand Pavilion Porthcawl, Maesteg Town Hall, Blaengarw Workman’s Hall and Bryngarw Park.
- Be main finance point of contact for venues, escalating issues to Head of Finance only when necessary.
- Ensure all invoices are passed to central finance team in timely manner for processing.
- Ensure all event settlements are completed within 3 working days and passed to Head of Finance for approval.
- Be point of contact for Artistes and their management for any finance queries.
- Reconcile all venue’s petty cash twice monthly.
- Banking for all venues and completing e-returns on finance system in timely manner so Management Accountant can reconcile the bank accounts.
- Point of contact for financial information on events analysis spreadsheet – excel formulae and reconciliation to finance system.
- Complete analysis on the events and give advice to Programmer on what events are more profitable etc.
- Month end duties include but not limited to – quicker turnaround of event settlements, banking and reconciliation of events analysis spreadsheet.
- Finance business partner to venues – month end meetings to give details of variances to Management Accountant/HoF.
- Point of contact for any audit requirements for the venues.
- Be comfortable running any reports necessary on different systems such as Exchequer, Ticketsolve, Yesplan, EPOSnow.
- Help with monthly stock take of the Café and adjust the finance system according to the results of stock take.
- Maintain records and accurate reporting for any artistic grants received.
- Complete KPI’s required for quarterly returns for venues and monthly dashboard.

General Duties and Responsibilities

- Be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- Participate in any training and development activities to maintain own development or to enhance competence within job role.
- Uphold and integrate our purpose and values in all that you do.
- Ensuring that activities are completed in accordance with Awen's commitment to equalities and diversity and in line with best practice and legislation.
- This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the Trust.

The person:

Personal Qualities and Values

- Ability to work on own initiative as well as a key member of a team (E)
- Flexible and proactive approach and attitude (E)
- Enthusiasm and Drive to make things happen (E)
- Solutions focused and able to concentrate on achieving priorities (E)
- Ability to work under pressure and deliver outcomes to tight deadlines (E)
- A commitment to providing excellent customer service (E)
- Forward thinking and able to contribute to the development of Awen (D)

Skills and Abilities

- Able to organise work to meet deadlines (E)
- Good verbal and written communication skills (E)
- Good time management and ability to follow instructions (E)
- Strong administration skills with a methodical approach and attention to detail (E)
- Excellent ICT skills (E)
- Ability to deal carefully with sensitive and confidential information (E)
- Ability to work Innovatively and creatively to initiate new developments (D)
- Excellent numeracy skills including collation and reporting of detailed financial data/reporting (E)
- Ability to speak Welsh (D)

Qualifications and Training

- A full driving licence and access to your own vehicle for work purposes (E)
- Formal ICT qualification or ability to demonstrate competence through experience (D)
- Formal accountancy qualification e.g. AAT or able to demonstrate competence through experience (E)

Knowledge and Experience

- Experience of working as part of team (E)
- Evidence and understanding of Awen's offer and services (D)
- Experience of dealing with financial transactions and cash handling (E)
- Experience of using a variety of ICT packages including Microsoft packages (E)
- Experience of recording accounting transactions and maintaining financial records (E)
- Experience of bank and project reconciliation (E)
- Experience of working in a cultural environment (E)

E - Essential D- Desirable

Criteria tested by: I - Interview APP- Application Form AS - Assessment Cert- Certification

Conditions of your appointment

Medical Clearance

Any offer of appointment is subject to medical clearance.

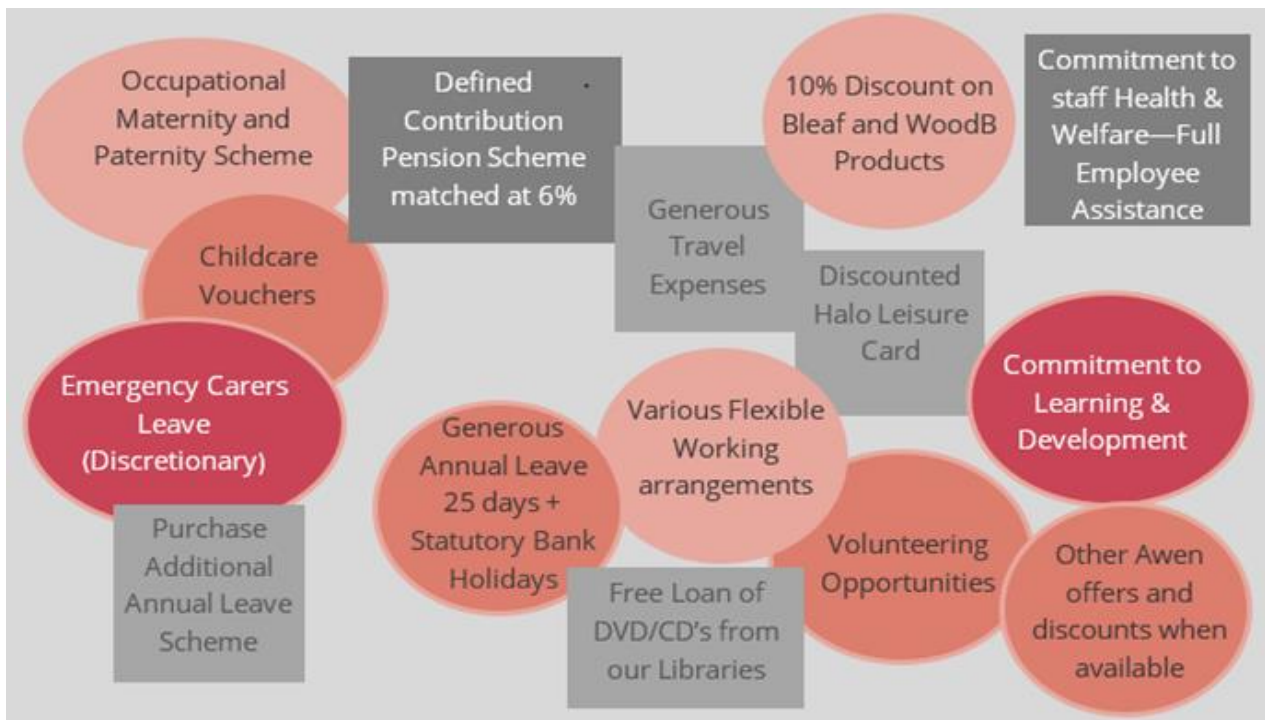
References

Two satisfactory references of which one should be your last employer. Where possible, both should be from previous employers.

Probationary period

New staff appointed to Awen Cultural Trust will be subject to a 6 month probationary period.

What we can offer



Awen aspire to have a workforce that reflects the diversity of the communities we serve. Therefore, we welcome applications irrespective of gender, ethnic origin, religion, belief, sexual orientation, age or disability. We consider ourselves to be a family friendly employer, and offer various flexible working patterns.

We are committed to interviewing all disabled applicants that meet the essential criteria for the post. In addition, we will make reasonable adjustments and make our process accessible to disabled applicants. These are commitments that Awen have signed up to under the Disability Confident Scheme.

Applications are made through an online application form. If another accessible format is required, please email recruitment@awen-wales.com or call 01656 754825.